

Job Title: Recruitment Associate

Responsible to: Outreach Coordinator

General Function: To promote Catholic Volunteer Network (CVN) and assist with college-based recruitment activities. In serving as part of the recruitment team, this person will build and maintain relationships with students and staff at various universities across the United States. The position requires as much as 75% of travel time.

Time Frame: Short-term position, August through December, with possibility of extension into Spring 2020 dependent on funding.

Specific Functions:

- Training
 - Participate in CVN recruitment training, staff development programs and retreats, and networking opportunities with other volunteer recruiters.
 - Participate in CVN's ongoing diversity and anti-racism staff trainings.
 - Work closely with the Outreach Coordinator to ensure a solid understanding of CVN resources before travel commences.
 - Collaborate with the Sisters Initiative Program Coordinator to provide recruitment assistance and training to new volunteer program managers.
 - Support the CVN staff in preparation for and participation in the National Conference on Faith-Based Service.

- Preparation
 - In coordination with the CVN staff, create a recruitment plan reaching at least forty campuses during the Fall 2019 semester.
 - Maintain current campus relationships established by previous recruiters and seek out opportunities to develop new relationships with new audiences, including Catholic and Christian Colleges, Private and Public Colleges, Hispanic-Serving Institutions, and Historically Black Colleges and Universities, among others.
 - Schedule appointments with staff members in Campus Ministry, Diversity Offices, Community Service, and Career Services offices, as well as student groups and service organizations on campus. Plan and coordinate student events.
 - Coordinate with recruiters of other programs to collaborate and share travel costs.
 - Register for volunteer fairs and campus events.
 - Schedule all travel logistics (flight, rental cars, lodging, etc.) keeping within a set budget.
 - Assist with the mailing of RESPONSE directories to campuses ahead of visits.

- Recruitment
 - Represent CVN at volunteer fairs, career fairs and other campus events – distribute RESPONSE directories and show students how to use CVN's discernment resources.
 - Conduct trainings for campus personnel to increase their knowledge of faith-based service and familiarity with CVN resources.
 - Exhibit at conferences and national events.
 - Share personal volunteer experiences to inspire and encourage those considering service.
 - Meet with students one-on-one to support their discernment process.
 - Speak at student Masses, coordinate info sessions, and conduct presentations in classrooms and lead prayer services during visits.
 - Assist the Outreach Coordinator in the facilitation of recruitment webinars.

- Maximize the effectiveness of CVN's social media outlets and maintain the recruitment opportunities page on our website.
- Seek out new, innovative recruitment opportunities to help CVN reach new audiences.
- Other
 - Communicate regularly with the Outreach Coordinator through weekly meetings (in person while in the National Office and via phone when traveling.)
 - Maintain detailed accounts of all recruitment visits using internal reporting systems.
 - Exercise resourcefulness and maintain financial integrity concerning recruitment budget.
 - Contribute articles and blog posts on a regular basis.
 - Assist with parish speaking engagements.
 - Support alumni outreach activities.
 - Participate in an evaluation process and transfer all campus contact information. Be prepared to make recommendations for future recruitment endeavors.

Requirements:

- Must have successfully completed at least one term of service with a CVN member program.
- A strong belief in the value of faith-based service, and enthusiasm to share one's story with prospective volunteers.
- Bachelor's degree or related experience.
- Good communication skills, both written and oral. Spanish language skills are a plus.
- Demonstrated commitment to social justice, especially racial justice concerns.
- Familiarity with the Catholic Church and comfort participating in faith sharing, prayer services, and Mass.
- Familiarity with the practice of discernment.
- Basic computer skills, including familiarity with Microsoft Office Suite, social media outlets, and Google Drive. Design skills and familiarity with Adobe Creative Suite is a plus.
- Excellent organizational skills, ability to keep thorough records, and exercise fiscal responsibility and documentation.
- Public speaking experience.
- Valid driver's license and the ability to travel frequently.

Benefits:

- An opportunity to travel across the United States
- \$1,500 monthly stipend
- Health, vision, and dental insurance
- \$25 per diem during travel to cover meals and incidentals
- CVN will provide a laptop for use while traveling
- Five personal leave days as well as CVN holidays

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

As part of Catholic Volunteer Network's commitment to recruiting and retaining a just and representative work and volunteer force, we encourage people of color and individuals with disabilities to apply. Catholic Volunteer Network is an equal opportunity employer. It is our policy that employees and volunteers should be able to enjoy an environment free from all forms of unlawful discrimination. All decisions regarding recruiting, hiring, promotion, assignment, training, termination, and other terms and conditions of employment or volunteer work will be made without unlawful discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, disability, or any other factor that the law protects from employment discrimination.